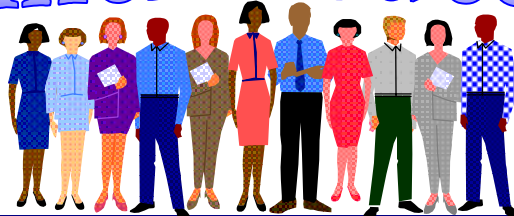


Personnel Issues & You



UPPS Newsletter 2002-6

June 1, 2002

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agencies/personnel/
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“Special” Open Enrollment Period

The Office of Public Employee Health Insurance is conducting a “Special” Open Enrollment for groups whose employees are currently members of The Kentucky Retirement Systems and wish to become part of the Commonwealth Group Health Insurance.

This Open Enrollment will not affect current members of our group. No adds, changes, or updates will be permitted during this “Special” Open Enrollment for current members, unless a member wishes to cross-reference with a spouse who is currently employed by one of our new groups, that is the only change that will be allowed. The new group employee will be required to select the plan in which his/her spouse is currently enrolled.

The effective date for new groups that join during this “Special” Open Enrollment will be July 1, 2002. New groups that join after July 1, 2002 will be effective January 1, 2003.

For information regarding this article, please contact Kathy Molen, Member Services Branch, at (502) 564-0354 or (888) 581-8834 toll free.

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Incompatible Nature of Action Codes

Our current personnel and payroll processing system cannot process a reorganization with the same effective date as reclassifications, reallocations, or title changes because the required position descriptions cannot be processed at the same time the position number itself is changing due to a reorganization. If you are reorganizing, please make these personnel actions effective the first of the month and the reorganization effective the 16th of the month.

May Payroll Council Meeting

The Payroll Council met on May 6, 2002 and some of the topics discussed that affect all agencies are listed below.

- **Scanned Health Insurance Forms** – Carl Felix, Executive Director, Office of Public Employee Health Insurance (OPEHI) was invited to speak to the council concerning the issue of agencies being able to scan enrollment forms themselves. Mr. Felix indicated that a survey was conducted with the agencies and currently the consensus is that half of the agencies want to scan and half do not. He also indicated that his staff did a query to try to pinpoint errors that may have occurred during last year's enrollment in a particular agency. In this query, it was discovered that while it appeared on the surface to be "scanning errors", in actuality, most of the errors that appeared could be linked to a different type of error. Some of the errors were "pended" forms, which means that these forms indicated an unusual situation or status. Only about 1% of these errors were actually "scanning" type errors. Mr. Felix informed the council that within the next two years a total enrollment would need to be done. This means that every employee will be required to fill out an enrollment form and submit it for scanning. The purpose of this is to update the database for current addresses, name changes, etc. If an agency opts to key/scan their own forms, they would be responsible for doing so during this period as well and that could become a burden on the agency. Mr. Felix lastly stated that he would work with any agency who wanted to scan their own forms, but his recommendation would be to let his staff scan to put less burden on the agency.

Some discussion occurred and it was suggested that the agencies be able to view what is scanned before the test file is run, thus giving the agencies a chance to correct errors before it is run through the system. It was also discussed that OPEHI would be sending out letters to employees stating what they chose on their form before information is put into production. A suggestion was made that OPEHI send these letters to the payroll officers instead of the employee. The payroll officers could distribute the letters to their employees and make sure the employee gets any changes back to them to submit.

- **New Code for W-4s** - Donna Lancaster, Labor Cabinet, suggested that a separate code be added to represent Married with Higher Rate filing Single when filing W-4's. There would not be a need to go back but to make the change and implement with a current effective date. Carol Kelien will add the code to the system and let agencies know when this is ready for use.
- **Leave Awarded due to Performance Evaluations** - Jackie Shrout reminded the council of a handout that was passed out in a previous meeting that explains the evaluation days and how they are added and when they can be used. Employees are allowed to use the annual leave added for evaluations on May 1st.
- **Local Tax Changes** - Carol Kelien announced that a report is being added to Document Direct identifying employees in each agency who are affected when there is a local tax addition or change. She will let agencies know when this is implemented.

Picture I.D. Required for Testing

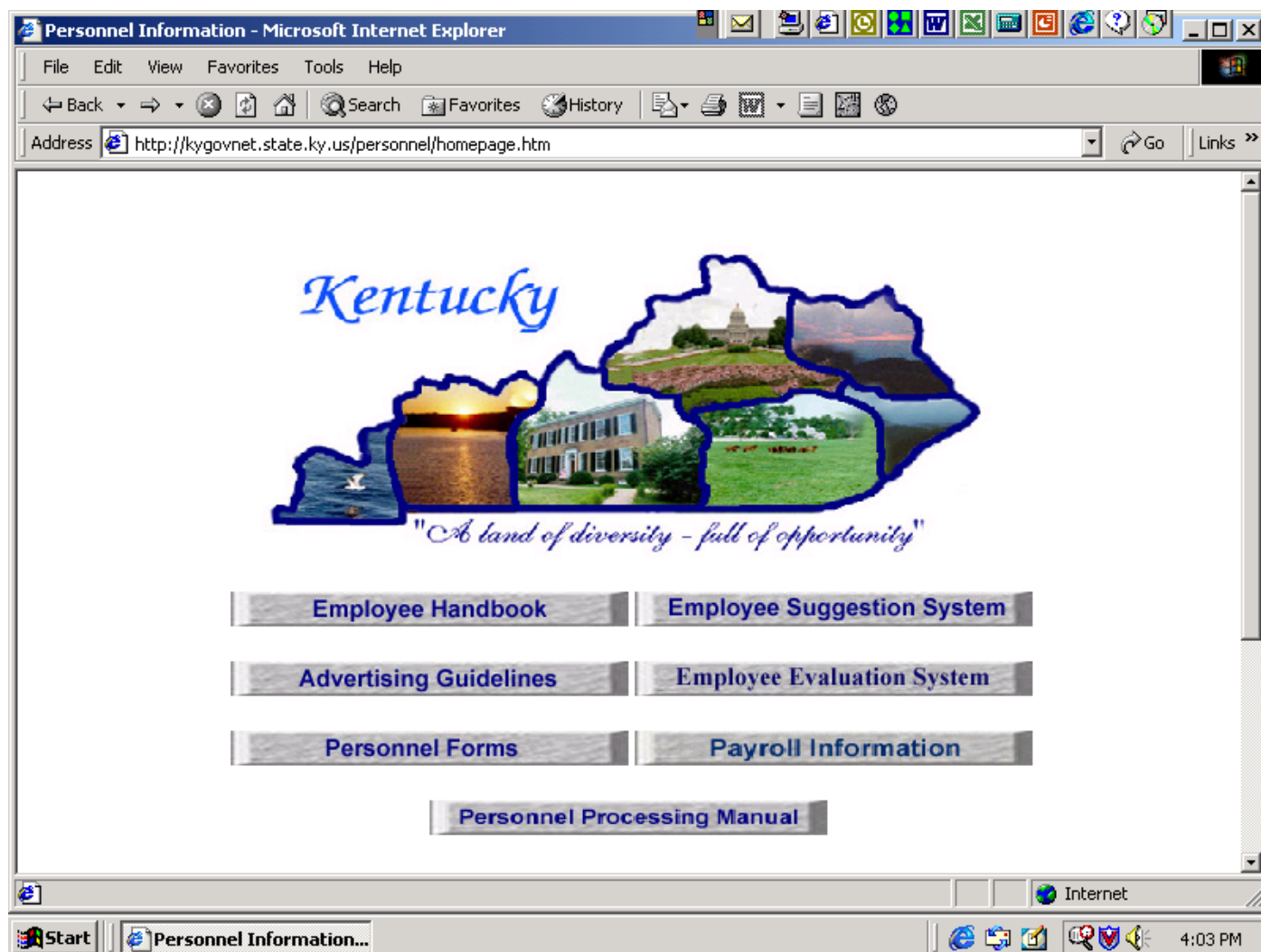
Effective July 1, 2002 we are requiring that all applicants who take a written test present a valid picture ID as identification prior to taking a written test. In those rare circumstances when an individual does not have a valid ID we will accept two current non-picture IDs, such as a major credit card, social security card, medical identification card, etc. In addition to the non-picture ID, the form on page 4 must be completed in order to take the test. The purpose of instituting this system is to make sure that the individuals presenting themselves to take the test are who they say they are. This system will replace our current fingerprint system, which is outdated.

Welcome to Our Web Site

Personnel Processing Manual

The Governor's Office for Policy and Management and the Personnel Cabinet recently provided training sessions regarding reorganization procedures. This process is covered in Chapter 7 of the Personnel Processing Manual. To get to this, just go to <http://www.state.ky.us/agencies/personnel/pershome.htm> and select the "Personnel Information" link. That will take you to the screen shown below. After selecting the Personnel Processing Manual you will have a choice of viewing the HTML version of the PDF version. The HTML version provides links to forms that you can fill out, print and save. Chapter 7 has just been updated to include changes such as a combined checklist for both Executive and Administrative Orders and a new Position From-To List (Crosswalk) form.

Of course, the Personnel Processing Manual covers lots of other topics you use every day. If you haven't looked at it lately, give it a click and see if you are up-to-date. Several revisions have already been made this year.



NOTIFICATION OF VALID PICTURE ID REQUIREMENT

All applicants are required to present a valid picture identification such as a current valid driver's license containing an individual's picture, issuance and expiration date and signature, etc. If a valid picture ID is not presented the following must be completed, attached to the test and forwarded to the Personnel Cabinet by the test proctor.

_____ was authorized to test for _____

Print Name of Applicant

Print Name of Test

on _____ without presenting a valid picture ID. They were admitted to the test

Date

based on the presentation of at least two pieces of ID such as a current credit card, a current medical identification card, a social security card which did not contain a picture ID.

The following is to be read and completed by the applicant/individual who tested and witnessed by the test proctor. The information below will be matched with current information on file to verify identity of test taker. If the information below is not completed fully the test will not be graded and the applicant will not be placed on the register.

I certify, under penalty of law, that the information furnished below is true and correct and that my legal name is the same as printed above. I previously submitted a completed application for state merit employment and was approved to test for this position. Should investigation at any time show that I am not the individual previously approved and authorized to test for this position, I will be disqualified and removed from all registers and if employed, will be dismissed. I authorize the Personnel Cabinet to make all necessary investigations to confirm that I have been authorized to take the test shown above. I further understand that if investigation shows that I am not the individual authorized to take the test, that I am subject to prosecution to the full extent of the law.

Current Address _____

Current Phone ____ (____) _____

Social Security Number _____

Date of Birth Month _____ Day _____ Year _____

Signature of Applicant Testing _____ Date _____

I have witnessed the signature and completion of this form by the applicant who took the test indicated above.

Signature of Test Proctor

Name of Test Center